

**APPENDIX 1
TAB A
COMMUNICATIONS**

PURPOSE

To outline the telecommunications support for the state Logistics Center and the donated goods and services management activity.

CONCEPT OF OPERATIONS:

- A. The Washington State Military Department, Emergency Management Division (EMD), Telecommunications and Warning Section, will coordinate the establishment of telecommunications support for the state Logistics Center and donated goods and services management activities.
- B. Should the state's Logistics Center and donated goods and services activities be established, the Federal Emergency Management Agency (FEMA) designated "800" number will be requested for activation. The number will be announced to the public.
- C. Upon activation of the Logistics Center, telecommunications services will be established to provide the center both voice and data capabilities to the state Emergency Operations Center (EOC), local jurisdictions, and FEMA National's communication center.
- D. In addition to telephone services, two-way radio communications will be provided, as necessary. Radio communications support will be primarily provided through the use of amateur radio.
- E. Telecommunications capabilities at the Logistics Center will be:
 - 1. Commercial telephone services (voice and data).
 - 2. Two-way radio communications systems for the following:
 - a. Back-up/alternate communications with the state EOC.
 - b. On-site.
 - c. Other state, local jurisdiction, federal, and private agencies, as required.
- F. The responsibilities for providing communications support are:
 - 1. **Military Department, Emergency Management Division**
Coordinates telecommunications support for the Logistics Center.
 - 2. **Local Jurisdictions or Organizations**
 - a. Coordinates telephone service with the local telephone exchange serving the area.

- b. Provides two-way radio communications support, as needed.
- c. Uses amateur radio in accordance with the state Radio Amateur Civil Emergency Services (RACES) Plan.

3. State Agencies

Per ESF 2, Telecommunications, provide, if requested and resources are available, communications support to the Logistics Center.

4. Federal Emergency Management Agency

- a. Activates the designated 1-800 number, when requested.
- b. Provides support as requested, per the Federal Response Plan.

**APPENDIX 1
TAB B
MANAGEMENT OF DONATED MONIES**

PURPOSE: To designate the responsibilities for the management and award of donated monies.

CONCEPT OF OPERATIONS:

- A. The donation of cash to volunteer or charitable organizations is the preferred form of making a donation during an emergency or disaster. This will permit the giver to earmark his/her monies to the group that best supports his/her interests. The public information efforts will emphasize the donation of cash as the best manner of supporting the emergency or disaster victims.
- B. The state will not, and the local jurisdictions should not, request the donation of cash in competition with the volunteer organizations. Cash should only be accepted by the state or local jurisdiction as an exception. Any inquiry received by the state or local jurisdictions about donating cash should refer the caller to the charitable organization of their choice.
- C. If, in spite of all efforts to avoid it, an individual, organization, or another government makes a cash donation to the state it will be managed as follows:
 - 1. The Military Department, Finance Section, will be responsible for the full accounting of donated monies received and distributed by the state.
 - 2. The Donations Coordination Team will be responsible to designate individuals or organizations that are qualified to receive an award from the donated monies account.

**APPENDIX 1
TAB C
PUBLIC INFORMATION**

PURPOSE: To provide public information service that stresses donating goods, services, or monies to the givers' favorite charity.

CONCEPT OF OPERATIONS:

- A. The Washington State Military Department, Emergency Management Division (EMD), Public Information Officer (PIO), and the Military Department, National Guard, Public Affairs Officer (PAO), will coordinate closely with the Office of the Governor during any emergency or disaster. The first and most immediate responsibility of the PIO and PAO will be to assure that no spontaneous media releases are made by the Governor or his/her staff about donated goods or services. All news releases will be made in coordination with the state EMD. The objective will be to properly channel the generosity of the public to making cash donations to their favorite charity.
- B. The PIO and PAO will coordinate closely with the voluntary organizations and media to develop pre-scripted messages. These messages will lay out in advance the actions requested from individuals or organizations wishing to make donations. The emphasis of the messages will be on making donations of cash or to contact their favorite charity.

**APPENDIX 1
TAB D
LOGISTICS CENTER**

PURPOSE: To provide a resource listing of sites throughout the state that may be suitable, depending on the situation, to be activated to be a Logistics Center.

CONCEPT OF OPERATIONS:

- A. If this plan is fully implemented a Logistics Center will be activated. The center will serve to process requests for logistical support. These requests may be satisfied with donated goods and services. The optimum circumstance will be to have the requested item routed directly from the vendor to the requestor. The request for support will flow as at Figure 1.
- B. If not designated, donated goods received in this state will be routed to the Logistics Center. The items will be received, sorted, and stored prior to trans-shipping to the local jurisdictions.
- C. The Logistics Center will be organized as at Figures 2 and 3.
- D. Potential sites for a Logistics Center are maintained separately by the Logistics Coordinator in the state Emergency Operations Center.

**APPENDIX 1
TAB E
POINT-OF-ENTRY WEIGH STATIONS**

PURPOSE: To gain control and access to wheeled vehicles entering the state so the donated goods can be managed efficiently and effectively.

CONCEPT OF OPERATIONS:

- A. Donated goods moving into the state may need an easily recognizable location to receive current information about their mission. The sites where they may receive this information will be the Point-of-Entry Weigh Stations.
- B. The Washington State Patrol, Washington Trucking Associations, and the Washington State Military Department, Emergency Management Division will be responsible for the development of Standard Operating Procedures that will provide for the efficient management of wheeled vehicles arriving in the state with donated goods.
- C. The Flow of Solicited Donated Goods will be organized as at Figure 1.
- D. The Flow of Unsolicited Donated Goods - Useable, will be organized as at Figure 2.
- E. The Flow of Unsolicited Donated Goods - Requiring Sorting, Storage will be organized as at Figure 3.

**APPENDIX 1
TAB F
VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER**

PURPOSE: To identify international, national, and state organizations that may assist in providing disaster relief.

CONCEPT OF OPERATIONS:

- A. The National Voluntary Organizations Active in Disaster (NVOAD) and Washington Voluntary Organizations Active in Disaster (WAVOAD) have a mission of providing support following an emergency or disaster. During an emergency or disaster, local jurisdictions and organizations will coordinate with the local representatives of the voluntary organizations for support.
- B. The membership rosters of the NVOAD and the WAVOAD are kept separately in the state Emergency Operations Center by the Logistics Coordinator.
- C. The *NVOAD Organizational Directory* is a reference guide to voluntary organizations that provide service for victims active in emergency or disaster preparedness, or both. The guide includes:
 - 1. The name of the organization, principal headquarters address, telephone numbers, and primary and secondary contact persons.
 - 2. The structure of the organization, including the number of units in the United States.
 - 3. A description of the emergency or disaster services, stating their primary functions, number and source of professional and volunteer workers, equipment available, and special skills or resources for each organization.
- D. The *WAVOAD Directory* is a handy reference of the State Board of Directors and the WAVOAD related organizations.